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RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff, DD/A

27 May 1954

Chief, Records Management Division

Weekly Report - Week ending 26 May 1954

The most significant happenings for the week were:

1. A Reports Management Program is in the process of development with the Logistics Office and the Office of the Comptroller. Both of these organizations have asked for our assistance in developing a program providing for an inventory of all reports presently required, an analysis of them and suggestions for elimination of those no longer needed. Tentative date for launching both of these programs is 15 June.

2. As a result of publicity released on the use of Letterex, offices have requisitioned approximately 15,000 sheets of it.

3. Plans were discussed with the Emergency Planning Officer, [redacted] to provide for the Area Records Officers to have knowledge of the Agency Emergency Plan. This will include provision for the Area Records Officer or someone else from each office to be familiar with the operation of the Vital Materials Repository.

4. Sixteen members of our staff and five Area Records Officers attended the regular monthly meeting of the Inter-agency Records Administration Conference. The subject of this meeting dealt with the proper use of microfilming in connection with records management.

[redacted]

[redacted]

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Report for Week Ending 26 May 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

X 285 describable items covering an estimated 2037 linear feet of records have been listed completing the initial phase of the survey. 50% of the Records Control Schedule have been completed.

Project 4-78 - Records Management Survey, Office of the General
Counsel

✓ No change from previous report. Awaiting office approval of the survey. 99%

Project 4-91 - Review of Records Management Program, Logistics
Office

✓ No change from previous report.

Project 4-97 - Records Disposition Handbook

✓ No change from previous report. 25%

Project 4-113 - Records Management Survey, Foreign Documents
Division

✓ 2479 linear feet of records have been surveyed completing the initial phase of the survey. 75% of the Records Control Schedules have been completed.

Project 4-116 - Records Management Survey, Security Office

No change from previous report. 35%



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Report for Week Ending 26 May 1954 from
FORMS MANAGEMENT BRANCH

Project 4-86 - Forms Index

Transmittal letter to Area Records Officers has been prepared and forwarded to or signature. 65%

Budget Data - 1956

Prepared and submitted Budget data for 1956.

Disaster Evacuation of

Draft has been prepared of the Air Raid Emergency Plan and efforts are presently being made toward the development of Building Warden Organization.

Demonstration of Facsimile Reproducer

Attended demonstration of the "Kalfax" facsimile reproducer at the Dupont Plaza accompanied by Messrs.

Summary of Individual Forms Actions

<u>Type</u>	<u>No. of Actions</u>	<u>No. of Copies</u>
X New	9	111,500
Revised	3	261,000
Reprint	2	10,000
Overprint	<u>1</u>	<u>3,000</u>
	15	385,500
X Pending	10	

4-85 no action 40%
4-95 no action 2 1/2 %
4-103 no action 10 %

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Report for Week Ending 26 May 1954 from
Records Systems Branch

4-96 no action 5%

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project approximately 75% complete.

In a further meeting with [] he states that, with the exception of one staff office, he has received requirements which will permit the establishing of a Vital Materials schedule in the Medical Office. We are presently checking for [] the availability in the Repository of certain operational materials presumed to be deposited by another Office. We are continuing to follow-up with [] and will complete the schedule as soon as possible.

Project 4-79 - Records Management Survey, FBID

The project is continuing and is approximately 77% complete.

In the past week, the analysts established a file system in the Wire Room of the Editorial Branch. They are currently working in the FE Section of the Radio Propaganda Branch. The records of this Section consist of approximately 6 full cabinets of material in a very jumbled order. It is anticipated that much of the material can be disposed of. Some selling is being required to get agreement of these analysts to conform with the system established for similar operations in other Sections of the Branch.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project approximately 7% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 86% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - HB 40-150

With the exception of the art work for the cover and the pending meeting with the Inspector General, the Handbook is ready to release to the Regulations Control Staff. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

This office has proposed that the Security Office include in their Vital Materials Schedule, current listings [] This matter is still under consideration. 77%

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Project 4-84 - Vital Materials Microfilm Projects

Microfilming of Vital Materials in the Personnel Office has been completed.

Microfilming of the OCD/BR dossier file continues. Project approximately 36% complete.

General Information

25X1 [redacted] newly appointed Area Records Officer for the Office of Training, accompanied last Thursday's trip to the Repository.

X A meeting was held with [redacted] to determine the status of the respective Area Records Officers in connection with the Emergency Plan. A check revealed that only 4 Area Records Officers from 20 Offices depositing material, have been included under the Plan. Action will now be taken to assure that either the Area Records Officer or someone else from each Office who is familiar with the records and procedures is included under the Plan.

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25X1 A meeting of the IARC (Subject: The Federal Government Microfilming Program) was held on Friday, 21 May. One of the principal speakers, Mr. Irving Zitmore, Vice-President, Records Engineering Inc., included [redacted] in [redacted] of highly qualified individuals presently working for the Government.

MICROPHOTO
GRAPH
EXPERTS

25X1 On 20 May 1954, Messrs. [redacted] met with representatives of the Logistics Office, relative to standardizing a heavy duty folder when adequate justification is submitted. Agreement was reached on such a folder and an initial quantity of 5,000 of these folders will be procured for stock. Adequate stock levels will be based on issue experience. A notice, standardizing this type of folder, is now being prepared.

25X1 On 21 May 1954, [redacted] Logistics Office, called. He said that at a meeting of Logistics officers in DD/P, the subject of the heavy duty folder was discussed. DD/P was pleased that a heavy duty folder was to be stocked but they questioned the need for submitting a justification.

25X1 [redacted] also brought up the need for issuing a field notice requiring use of standard folders. This has been proposed informally in the past but DD/P personnel indicated that such a notice should not be applicable to the field. It is now planned to press the issue by forwarding a draft notice through the Regulations Control Staff for the formal concurrence or disapproval of the affected organizations.

25X1 A discussion was held with [redacted] of the Office of Communications regarding the one cabinet of inactive material placed in the Repository by the Office of Communications. It was suggested that this material be reviewed and a determination made as to whether it should remain on deposit and accretions added to it or withdrawn.

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25X1 [redacted] agreed to look into the matter and advise us of the action they will take.

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Report for Week Ending 26 May 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office

a. Correspondence Management - No change from previous report.
The review of reading files is to be continued this week. 20%

b. Reports Management - The proposed guides for conducting the
Logistics Office Reports Survey were discussed and concurred in by
Administrative Staff officials. It is proposed that the program
be launched 15 June 1954, and that effective 1 July all requirements
for new or revised reports be approved by the Chief of Logistics. 15%

Project 4-94 - Office of the Comptroller Reports Management Program

A proposal to launch the program in the same manner recommended for
the Logistics Office reports survey has received the concurrence of
[redacted] of the Comptroller's Office. Copies of the guides
developed for the Logistics Office are being prepared for the Deputy
Comptroller's review. Approval is anticipated. An attempt will be
made to conduct this program simultaneously with the Logistics Office
reports survey. 20%

Project 4-98 - Correspondence Handbook

a. Revision of the Handbook and reconciliation of comments will be
accelerated this week with the object of completing this phase by
18 June 1954. Project is 75% complete.

b. Several offices are now using the draft copy of the Handbook
as an official guide. Personnel in these offices have been advised
of the few controversial standards not yet reconciled.

General Information

a. Headquarters-wide Use of Letterex

(1) Approximately 15,000 sheets of white Letterex were issued
during the first ten days following release of publicity on this
stationery. This represents about 3,500 correspondence assemblies.

(2) The procurement of preassembled sets for FBID was inves-
tigated. Their usage figures will be considered with others in
determining the advisability of stocking Letterex in this form

Chief, Reports & Correspondence
Management Branch

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Report For Week Ending 25 May 1954
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were received:

Comptroller	6 cubic feet
DD/P	<u>1</u>
	7 cubic feet

Total accessions to date - 153.

Reference

Service on requests has been normal during this report period with 5 requests being handled as specials.

Personnel of the Reference Service Section are being assigned on a rotation basis for work in the Records Unit.

The Supplemental Distribution Unit has been informed by LD/CD that specific requirements for NIS has been established for the IAC community. This will eliminate a great bulk of reports now being returned to the Center from other agencies.

General

The bulk storage of empty film cans the Center was holding for Graphics Registry, OCD, have now been returned to that office.

The bulk storage of publications the Center is holding, that was intended for delivery to the Department of State, is slowly diminishing. So far, 6 boxes have been accepted and 3 boxes have been forwarded to the Air Force. The Center is in constant liaison with LD/CD as to the final disposition of this material.

✓ A meeting was held with Mr. Marcus Price, Chief, Audio Visual Records Branch, National Archives, and his assistant, Mr. James Cummings. The problem of recopying nitrate film versus storage of that material was discussed, and the facts and figures will be forwarded in a memo.

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